

M e m o r a n d u m

Date: November 4, 2009

To: Redwood City Area

Attention: Captain G. T. Hammond

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspection Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 946 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 57.99 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	423	44.71%	25.93	26
Telecommunications	307	32.45%	18.82	19
Fleet	37	3.91%	2.27	3
Weapons	179	18.92%	10.97	11
Total	946			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 53 of the 59 items were located. One item listed on the predetermined property list was transferred via a CHP 266, Credit Memo – Equipment form. Another item on the predetermined property list was transferred using a CHP 331, Radio Extender Adjustment

Safety, Service, and Security

Redwood City Area

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November 4, 2009

Record form. Three missing items were added to the Area's inventory since the last annual inventory. One weapon was transferred to another Area on July 1, 2009, but the transfer was made to the weapon inventory by the Weapons Control Unit during the inspection. Two items were located on the OPI inventory list and at the command; however, these items (PAS device and hand held radio) need property number decals be attached to them. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 47 of the 48 items reconciled. One item, a weapon, was located and listed as being at another command (the officer retired in July of 2009). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by February 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Redwood City Area
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Redwood City Area (330)
September 10, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop	143255				X		CHP 266, 6-13-08, to 041
PAS device	XRR0440			X			No decal for #XRR0440
Hand-held radio	R65863			X			Needs new decal
Hand-held radio	R66195	X					Missing since '02, added back onto inventory
Hand-held radio	R69505				X		CHP 331, 5-26-09, to 540
Answering machine	R75513	X					Missing since '03, added back onto inventory
Control head-Mobile	R80459	X					Missing since '04, added back onto inventory
[REDACTED]	[REDACTED]				X		Off. Barlow, 7-1-09, to 145, cleared by Joan at Weapons Control Unit 9-10-09
[REDACTED]	[REDACTED]		X				Add-on, retired Off. Yee's gun, shows G.G. Division, return to Weapons Control Unit per Joan

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Redwood City Area (330)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL NUMBER	Y	N	A	T	C	NOTES
Property inspection list to equipment								
1	110592	RADAR TRAFFIC MOUNTED	040504	X				
2	113232	RECORDER PLAYER CASSETTE	464576	X				
3	115396	RADAR UNIT	042847	X				
4	115615	RADAR, VEHICLE	043522	X				
5	130050	PRINTER	CNBX237756	X				
6	134001	FAX MACHINE	460Z98M4J177422	X				
7	143255	LAPTOP	0036126385			X		CHP 266, 6-13-08, to 041
8	145096	COMPUTER	2UA6241LZG	X				
9	149801	PRINTER LASERJET	CNRXS04441	X				
10	150720	BINOCULAR INFRARED NIGHT	072794	X				
11	151878	CAMERA	CN66N7310Y	X				
12	152436	COMPUTER	MXL7300V9Z	X				
13	152438	COMPUTER	MXL7300VNC	X				
14	152455	COMPUTER	MXL7300VT3	X				
15	153191	BREATH ANALYZER SYSTEM PAS DEVICE	90102831-82	X				
16	153706	HANDHELD GPS	118245635	X				
17	156586	LAPTOP	0039354294	X				
18	156822	LAPTOP	0039338251	X				
19	157042	LAPTOP	0039354079	X				
20	158330	TELEVISION / DVD / VCR COMBO UNIT	H6AA43030R	X				
21	159076	LIDAR SPEED ENFORCEMENT SYSTEM	TS000634	X				
22	159077	LIDAR SPEED ENFORCEMENT SYSTEM	TS000632	X				
23	74593	CAMERA 35MM OM 10 LENS NO 3632565	1778244	X				
24	86494	CAMERA SURSHOT	3436866	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Redwood City Area (330)

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL NUMBER	Y	N	A	T	C	NOTES
25 94767	SCALES ELECTRONIC	1310	X					
26 XRR0440	PAS DEVICE	18285	X				X	No decal for #XRR0440
Equipment to inventory list								
1 101656	TV/VCR COMBO	522641	X					
2 106560	PRINTER	USMC016320	X					
3 119795	MOBILE VIDEO RECORDER SYSTEM	D1KN02262	X					
4 119796	MOBILE VIDEO RECORDER SYSTEM	D1KN02238	X					
5 121807	PRINTER	USB8365028	X					
6 123056	SCANNER	TW0CD21156	X					
7 127921	PRINTER	JPBTM01690	X					
8 135772	COMPUTER	2UA4450CC8	X					
9 138977	COPIER	56000223	X					
10 139829	PRINTER	CNDXJ08969	X					
11 141972	COMPUTER	2UB54308MB	X					
12 141994	COMPUTER	2UB54308LD	X					
13 142352	DVD PLAYER	170K1224	X					
14 143452	COMPUTER	2UB54603J1	X					
15 145865	SWITCH	FOC1027Z9JC	X					
16 145882	SWITCH	FOC1026X1RA	X					
17 152446	COMPUTER	MXL7300VKW	X					
18 153703	HANDHELD GPS	118245629	X					
19 164471	Uninterruptable Power Sour	AS0820232114	X					
20 164474	Uninterruptable Power Sour	AS0820131692	X					

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL

2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT

Redwood City Area (330)

[illegible]

LEGEND

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT
Redwood City Area (330)

ATTACHMENT C

ASSET #	DESCRIPTION		SERIAL #	Y	N	A	T	C	NOTES
Equipment to inventory list									
1	R38012	Public Address Amplifier	BOGEN	X					
2	R45527	Mobile Repeater	1270939 G E	7628886	X				
3	R66194	Hand-Held Radio	15891	MOTOROLA	402AWY9644	X			
4	R66206	Hand-Held Radio	16324	MOTOROLA	402AWYA834	X			
5	R68517	Hand-Held Radio	19047	MOTOROLA	402AXE8352	X			
6	R70009	Base Station - rack type	ERICSSON	1591178	X				
7	R70707	Battery Charger - Radio	MOTOROLA		X				
8	R70708	Battery Charger - Radio	MOTOROLA		X				
9	R70709	Battery Charger - Radio	MOTOROLA		X				
10	R73751	Fixed Receiver - rack type	GE	1580205	X				
11	R73752	Fixed Receiver - rack type	GE	1590295	X				

LEGEND

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ATTACHMENT D

Department of California Highway Patrol
Complete Area Inventory
330 - Redwood City

ATTACHMENT D

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August 4, 2009

Officer Issued Weapons

ID# Last Name First Name Ser# Control# Comments

Issued to officer

ID# Last Name First Name Ser# Control# Comments

TO 7/1/09 YREKA
*CLEARED + TRANSFERRED BY
JOAN AT WCU ON 9-10-09

Department of California Highway Patrol
Complete Area Inventory
330 - Redwood City

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August 4, 2009

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
330 - Redwood City

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August 4, 2009

[REDACTED]

ADD

PAGE 4 OF 8
August 4, 2009

Officer Issued Weapons Total:

Ser#Control#Comments

ADD ON

Issued to Area/Division

Ser#

Control#Comments

330 - Redwood City

August 4, 2009

[illegible]

Department of California Highway Patrol
Complete Area Inventory
330 - Redwood City

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August 4, 2009

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED] 4
[REDACTED]

[REDACTED]

Ser#

Control#

Comments

Issued to Area/Division

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

330 - Redwood City

August 4, 2009

Issued to Area/Division:

Issued to Area/Division

Ser#Control#

Comments

Issued to Area/Division:

Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division:

Area Issued Weapons Total:

ADD ON

OF 11 IN SELECTED
ADD ON'S

Department of California Highway Patrol
Complete Area Inventory
330 - Redwood City

PAGE 8 OF 8
August 4, 2009

Area Grand Total: 

ATTACHMENT E

CRNVIC

REDWOOD CITY (330)
FLEETP.2
OF 2

330 CRNVIC	1270942 23	1270942	ENFORCEMENT SEDAN	2008	FOR
330 CRNVIC	1288862 24	1288862	PRIMARY COLLISION FACTOR	2008	FOR
330 CRNVIC	3QDY889 25	5LMY536 Y	COMMANDER VEHICLES	2005	FOR ASM
330 PU	C2273P 26	E955593	MRE 2X4	2001	DOD

IMPALA

330 SEBRING 4 CYL	D1656 28	1223811	POOL	2007	CHR
330 R1100RT	M8692 29	E83A84 Y	ENFORCEMENT MOTORCYCLE	2001	BMW ASM
330 R1150RT	M8862 30	E87A05 Y	ENFORCEMENT MOTORCYCLE	2002	BMW ASM
330 R1150RT	M9149 31	E89A92	ENFORCEMENT MOTORCYCLE	2004	BMW
330 R1150RT	M9437 32	E95A30	ENFORCEMENT MOTORCYCLE	2004	BMW
330 R1200RT	M9485 33	95A82	ENFORCEMENT MOTORCYCLE	2008	BMW
330 R1200RT	M9551 34	E96A97	ENFORCEMENT MOTORCYCLE	2009	BMW
330 R- RT	M9647 35	3000454 Y	ENFORCEMENT MOTORCYCLE	2009	BMW ASM
330 RADAR TRLR	T267 36	1104071	TRAILERS	2001	UST
330 MOTOR TRLR	T338 37	19514	TRAILERS	2006	CALIF

TOTAL: (3)

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____

DATE: _____

COMMANDERS SIGNATURE : _____

3 of 3 INSPECTED
14 ADD ON'S

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ACTIVE EQUIPMENT INVENTORY BY LOCATION
(PAR:EQUIP INVENT BY LOC)
08/11/2009

ATTACHMENT E

REDWOOD CITY (330)
FLEET P. 1 of 2

COM M	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	ATTACHMENT E
130 CRNVIC	1239769 1	1239769 Y	ENFORCEMENT SEDAN	2006	FOR	5
130 CRNVIC	1239844 2	1239844 Y	ENFORCEMENT SEDAN	2006	FOR	
130 CRNVIC	1239852 3	1239852	ENFORCEMENT SEDAN	2006	FOR	
130 CRNVIC	1240027 4	1240027	ENFORCEMENT SEDAN	2006	FOR	
130 CRNVIC	1240141 5	1240141 Y	ENFORCEMENT SEDAN	2007	FOR	+ SCAMMA CRASHED
130 CRNVIC	1248201 6	1248201	ENFORCEMENT SEDAN	2007	FOR	
130 CRNVIC	1248331 7	1248331	ENFORCEMENT SEDAN	2009	FOR	
130 CRNVIC	1248585 8	1248585 Y	ENFORCEMENT SEDAN	2009	FOR	ASM
130 CRNVIC	1248629 9	1248629	ENFORCEMENT SEDAN	2009	FOR	
30 CF	1248641 10	1248641 Y	ENFORCEMENT SEDAN	2009	FOR	15
30 CRNVIC	1249933 11	1249933 Y	PRIMARY COLLISION FACTOR	2007	FOR	15m
30 CRNVIC	1270368 12	1270368	ENFORCEMENT SEDAN	2008	FOR	
30 CRNVIC	1270403 13	1270403 Y	ENFORCEMENT SEDAN	2008	FOR	12
30 CRNVIC	1270493 14	1270493 Y	ENFORCEMENT SEDAN	2008	FOR	ASM
30 CRNVIC	1270543 15	1270543 Y	ENFORCEMENT SEDAN	2008	FOR	4
30 CRNVIC	1270622 16	1270622	ENFORCEMENT SEDAN	2008	FOR	
30 CRNVIC	1270626 17	1270626 Y	ENFORCEMENT SEDAN	2008	FOR	3
30 CRNVIC	1270713 18	1270713 Y	ENFORCEMENT SEDAN	2008	FOR	6
30 CRNVIC	1270826 19	1270826	ENFORCEMENT SEDAN	2008	FOR	
30 CRNVIC	1270833 20	1270833	ENFORCEMENT SEDAN	2008	FOR	
3 CRNVIC	1270839 21	1270839 Y	ENFORCEMENT SEDAN	2008	FOR	2
30	1270939 22	1270939 Y	ENFORCEMENT SEDAN	2008	FOR	10

LEGEND

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CREDIT MEMO - EQUIPMENT
CHP 260 (Rev. 6-01) OP: 076

INSTRUCTIONS TO COMPLETE
AND DISTRIBUTE ON REVERSE

Return ☐ Repair ☒ Transfer
Loan, return by _____

FROM: (COMMAND NAME) Redwood City	LOCATION CODE 330	PREPARED BY V Smith 15453	DATE 6/13/08
TO: (COMMAND NAME) IMD- IT Section	LOCATION CODE 941	NUMBER OF BOXES/PIECES IN THIS SHIPMENT 30	
SHIPPED VIA <input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify) Davin Arvonen 17918		DRIVER SIGNATURE	

CHP NUMBER (Incl. X-AP, SF, RWS)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF	HQ USE ONLY	
				DEFECTIVE	STOCK	SURVEY
143280	0036126342		LAPTOP			
143267	0036126345		LAPTOP			
143258	0036126384		LAPTOP			
143276	0036126432		LAPTOP			
143283	0036126341		LAPTOP			
143363	0036145980		LAPTOP			
143281	0036126347		LAPTOP			
143254	0036126390		LAPTOP			
143287	0036126381		LAPTOP			
143256	0036126403		LAPTOP			
143268	0036126399		LAPTOP			
143255	0036126385		LAPTOP			
143273	0036126386		LAPTOP			
143278	0036126394		LAPTOP			
143262	0036126366		LAPTOP			
143257	0036126392		LAPTOP			
143261	0036126412		LAPTOP			
143266	0036126397		LAPTOP			
143250	0036126415		LAPTOP			
143284	0036126414		LAPTOP			

RECEIVED BY (SIGNATURE) <i>[Signature]</i>	PRINTED NAME Kirk Lee	DATE 6/13/08	AUTHORIZED BY
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Destroy Previous Editions

Submit Query

RADIO EXTENDER ADJUSTMENT RECORD

IP 331 (Rev. 4-06) OPI 047

DATE _____

05/26/2009

Telecommunications Section

DATE PHYSICAL INVENTORY PERFORMED _____

05/22/2009

FROM (COMMAND)

Redwood City

PERSON CONDUCTING INVENTORY

SP Kevin # 15569

LOCATION CODE

330

TELEPHONE NUMBER

(650) 369-6261

☒ Public☐ CALNET☐ Report complete all - all items located☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

T = TRANSFER

[illegible]

COMMANDER'S SIGNATURE